

VACANCY NOTICE

CS-376

REV(08/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Casework Supervisor</u>	CLASSIFICATION CODE: <u>02824300</u>
	SALARY RANGE: <u>Gr A26A \$51866-60045</u>	REFERENCE POSITION NO.: <u>1255-10000-2035</u>
	Department of Human Services	APPLICATION PERIOD: <u>3/11/13-3/15/13</u>
	<i>Division/Section/Unit</i> <u>Management Svs</u>	GRACE PERIOD ENDS <u>3/20/2013 4:00 PM</u>
	Assignment(s) / Comments <u>Please apply by resume only.</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>Pawtucket Regional Family Center</u>
	Restrictions/Limitations: <u>none</u>	<u>with Statewide Coverage Responsibilities</u>
	Position Covered By Collective Bargaining Union Agreement	Yes <u>X</u> No <u> </u>
	Name of Bargaining Unit Union: <u>RIASSE, Local 580</u>	
	There is* <u> </u> is not <u>X</u> a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	To plan, supervise and coordinate the work of Eligibility Technicians who handle RI Works, Medical Assistance and SNAP caseloads. Duties will include coordination of development activities, managed care enrollment counselling, crisis intervention; training and assisting workers with interpretation of DHS policy and the InRhodes Program, as well as monitoring casework in InRhodes to ensure compliance with state and federal regulations. This position will also supervise Social Caseworkers, clerical assistants, and /or interpreters engaged in providing management services to families receiving benefits under the RI Works Policy, including but not limited to screening, assessment development of financial plans, provision of child care assistance and conducting group job searches. This position will have close contact with agencies and vendors specializing in education, training, employment, and other activities related to self-sufficiency.	
	Current Assignment: SSP/Medical Assistance	
	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	Education: Possession of a bachelor's degree from an accredited institution of high education.; and	
	Experience: at least two years employment as a full-time Social Caseworker in a public or voluntary social agency which has required responsibility for the application of the principles, practices and techniques of social casework to cases or problems which are complex and varied in nature.	
	Note: One year of graduate training from an accredited school of social work may be substituted for one year of above experience.	
	Where to Apply	
	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Maria Morrison OHHS Human Resources Service Center Benjamin Rush Bldg. 55 Howard Avenue, 2nd flr Cranston, RI 02920	
Only emails to email address listed below will be accepted. Faxes will not be accepted. Email: <u>mariaM-resume@dhs.ri.gov</u> TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)		

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**